

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**December 13, 2007**

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<b>TITLE:</b>	IT Project Manager
<b>POSITION NO:</b>	70915, 70916, & 70917
<b>LOCATION:</b>	Technology Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 7
<b>STARTING SALARY:</b>	\$54,276 - \$67,846 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** There are three positions available. Applicants need only submit one application to be considered for all three positions.

**TYPICAL DUTIES:** These positions serve as project managers for department IT projects and are responsible for project management through a framework of project planning, execution, monitoring and control, and closure activities. This involves managing project scope, schedule, and budget by applying project management principles, methodologies, and practices as defined in the Project Management Body of Knowledge (PMBOK). Projects involve multi-year efforts that include the implementation of multi-million dollar health and human service systems that affect the health and welfare of Montana citizens. The incumbents assist in defining project goals and objectives, and establish methods and means of accomplishing those objectives. Primary contacts include division Project Management Bureau (PMB) chief and staff, division administrators, other division bureau chiefs, unit managers, budget analysts, and vendors. Specific duties include documenting project constraints through coordination with stakeholders and review of policies and procedures to ensure compliance; managing risks, defects, budget, conversion activity, requirements management, and testing reporting; managing change control processes including

risk assessments, identification, and mitigation; implementing the project plan by ensuring execution of project activities and tasks to produce project deliverables on-time and on-budget; working with division budget analyst to ensure contractor payment, warranty, and holdback management for department project contracts; representing the project team to department management, external agencies, vendors, and other stakeholders as requested by department management; and preserving essential project records, documents, and required tools by archiving them for future use to adhere to legal and other requirements. These positions do not directly supervise any staff.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of project definition and scoping; requirements definition; identification of key objectives, risk, and drivers; user/non-user acceptance testing; project management principles, methodologies, and practices as defined in the Project Management Body of Knowledge (PMBOK), as well as project management software such as Microsoft Project; quality assurance/control methods and techniques; and federal/state statutes, administrative rules, and state policies and procedures relative to the role.

Skills: Skill in identifying and allocating resources; developing and implementing performance measures, standards, policies, and procedures; negotiation; prioritization, multi-tasking, and balancing multiple projects; and building long-term internal and external relationships with customers critical to the organization.

Abilities: Ability to identify, research, and analyze issues relative to the role, and prepare reports as necessary; plan, implement, and evaluate the achievement of goals, objectives, and work plans; provide timely and effective written (technical white papers, planning documents, and Request for Proposals), oral, and interpersonal communication; understand, define, analyze, and evaluate customer needs leading to a quality and viable solution; work effectively to meet deadlines, including preparing written products on short notice; and exercise sound judgment in analyzing, appraising, evaluating, and solving difficult problems.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in computer science, information technology, or related field **AND** five years of job-related work experience in project management. Project Management Professional (PMP) certification is highly desirable. Experience with Microsoft Project and/or other project management tools is preferred. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** These positions are being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview; and**
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

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accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: IT Project Manager  
Position: #70915, #70916, & #70917  
Location: Technology Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe your experience with IT project management or general project/contract management. In your response, be sure to specifically address your experience as project manager of projects in excess of \$2,000,000 (two million).
2. Please briefly describe your experience with IT systems. In your answer, indicate your role in the implementation and maintenance of these systems, along with the value and size of the systems you have worked on.
3. Please briefly describe your experience with contract management and procurement.